



PARK RESERVATION APPLICATION

Return form with Deposit to:
Public Works Dept.
3223 N. Powell Pkwy
Anna, TX 75409
972-924-45110

APPLICANT INFORMATION

Applicant Name:		
Address:		
City:	State:	Zip Code:
Phone#:		
Email:		
I have read the attached rules and regulations concerning the use of the Park and agree to adhere to the rules as stipulated and sign this form voluntarily.		
Signature (Required) _____		

DEPOSIT REFUND INFORMATION

<input type="checkbox"/> Same Information As Above (if not the same, complete the next two lines)			
Issue Deposit Refund To:			
Address:	City:	State:	Zip Code

ACTIVITY INFORMATION

Date of Activity: / /
Reservation Time Block: <input type="checkbox"/> 8:00AM – 1:00PM <input type="checkbox"/> 1:00PM – 6:00PM <input type="checkbox"/> 6:00PM – 11:00PM <input type="checkbox"/> 8:00AM – 11:00PM (All Day)
Type of Activity (explain purpose of activity):
Estimated Number of People Attending Activity:
Reservation Location: <input type="checkbox"/> Slayter Creek Park <input type="checkbox"/> Natural Springs Park <input type="checkbox"/> Geer Park <input type="checkbox"/> Bryant Park <input type="checkbox"/> Girls Softball Park
Will Food and/or Beverages be on-site for the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate how food will be prepared: <input type="checkbox"/> brought from home <input type="checkbox"/> grilled on site <input type="checkbox"/> delivered <input type="checkbox"/> catered
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc): _____ _____

For Office Use Only

Date Application & Deposit Received:	Date Rental Fee Received:
Received By:	Received By:
Required Deposit Amount:	Required Rental Amount
Cash or Check #	Cash or Check #
Receipt #:	Receipt #:
Required Documents Rec'd: <input type="checkbox"/> Bounce House Insurance <input type="checkbox"/> Caterer's Approval <input type="checkbox"/> Sound System Approved	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Approved by: _____ <input type="checkbox"/> Permit Issued – Date: _____	



PARK RESERVATION RULES

Return form with Deposit to:
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3223 N. Powell Pkwy
Anna, TX 75409
972-924-4510

Reservation Policy

1. Reservations may be made up to six months in advance and must be received at least 7 days in advance of the reservation date.
2. Reservations must be made in person. Telephone reservations will not be accepted; however you may call 972-924-3325 to check availability of a date at a facility. We cannot hold a reservation date over the phone.
3. A completed reservation application and the appropriate deposit must be received at least 7 days prior to the reservation date.
4. The reservation fee must be received at least 7 days prior to the reservation date. Failure to comply with this time frame may result in cancellation of the reservation and a forfeiture of the deposit.
5. You must be at least 18 years of age to make a reservation and responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
6. Cancellations must be made at least 14 days in advance to receive a full refund.
7. All motorized vehicles must be left in designated parking areas and are not allowed to be driven or parked on any grass areas or sidewalks.
8. The consumption or possession of alcoholic beverages is strictly prohibited.
9. Sound systems, loudspeakers, amplifiers and microphones are prohibited, except with the consent of the Director of the Planning and Development Department or his/her designee.
10. All trash shall be disposed of in the proper receptacles. The Permit Holder shall be responsible for the cleanup of the reserved premises and adjacent areas.
11. The Permit Holder assumes full responsibility for any damage to the facility and adjacent grounds.
12. Fires shall be permitted only in enclosed fireplaces or grills in designated areas. After use, coals shall be thoroughly extinguished with water, cooled, and disposed of in a trash receptacle. Privately-owned charcoal grills are not permitted on grass areas or on picnic tables located in the park. Gas grills are allowed on grassy areas only.
13. In order for a Bounce house to be on city property, a \$1M Insurance Policy from the vendor, listing the City of Anna as Additional Insured, is required. The policy must be submitted to the Planning and Development Department 7 days prior to the reservation date. Failure to comply with this time frame may result in a cancellation of the reservation. Water slides are prohibited.
14. All water activities (balloons, squirt guns, pools, soaker hoses, water sponges, dunking booths, Slip-n-Slides, etc.) are prohibited.
15. The City of Anna is not responsible for any lost or stolen items.
16. All other City of Anna Ordinances shall be enforced.
17. Deposits may be forfeited and loss of future reservation privileges may apply for failure to comply with the above guidelines.



PAVILION RESERVATION

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PARK PAVILION DEPOSIT FEES:

A \$200.00 “clean up deposit” is required in order to schedule an event at a Pavilion. If the pavilion is left in satisfactory condition, a city-issued check, for the amount of the Deposit only, will be mailed to the address listed on the application, unless otherwise noted. Please allow up to one month after the event is over to receive your Deposit Refund.

PARK PAVILION RESERVATION FEES:

Slayter Creek Pavilion

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|----|---------------|--------------|
| 1. | Anna Resident | \$10.00/Hour |
| 2. | Non-Resident | \$20.00/Hour |